

CONTRACTOR

CASE:

LAW FIRM:

STAFF ATTORNEY:

DATE FILED:

CUMUL. COSTS:

ISSUES:

Timely	Date	DOCUMENTATION
√		NOTIFICATION LETTER REQUEST TO ENGAGE OUTSIDE COUNSEL DOE APPROVAL OF REQUEST ENGAGEMENT LETTER [and/or] RETAINER AGREEMENT [] contains names & rates of attorneys CURRENT FEE SCHEDULE CONTRACTOR APPROVAL OF CURRENT FEE SCHEDULES LITIGATION PLAN (optional) STAFFING & RESOURCE PLAN (significant matters) ANNUAL REVIEW/UPDATE OF S&RP CASE ASSESSMENT (by close of pleadings) [] contains relevant case factors [] addresses ADR [] indicates COR consulted MOTION TO DISMISS (optional) CLOSE OF PLEADINGS COMPREHENSIVE ANALYSIS [] addresses ADR [] addresses Settlement CLOSE OF DISCOVERY MOTION FOR SUMMARY JUDGMENT (optional) SETTLEMENT NEGOTIATION REQUEST DOE AUTHORIZATION ADR (MEDIATION) CLOSURE (SETTLEMENT) NOTIFICATION